## How to File a Declaration Re: Electronic Filing

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Declarations may be filed as an attachment to the original document or as itself under a separate event. Instructions that follow are as a separate event.

- 1. Select Bankruptcy (Blue menu at the top of the page)
- 2. Select the category Other from the list.
- 3. Enter your case number and click Next.
- 4. From the list of events in the box, select Declaration Re: Electronic Filing. (See below.) Click Next.



- 5. Unless you are filing this with another attorney, click Next.
- 6. Select your client from the next box and click Next.
- 7. If there was a problem opening your case the first time and no association between you and your client was created, you will need to check a box here and click Next again. If there was no problem, then no box will appear and this step is unnecessary.
- 8. Browse and attach your scanned Declaration and Click Next.

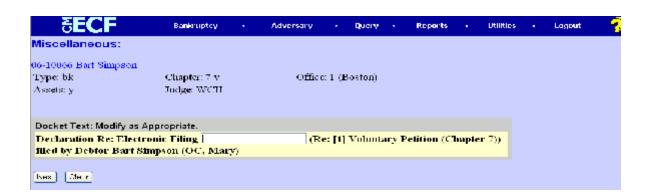


9. Place a check mark in the refer to existing events box and Click Next



acing your mouse point on type, hold the left mouse button down and pull the mouse toward you and Click Next.





- 11. Place a check mark next to the Voluntary Petition (linking the Declaration to the Petition and Click Next.
- 12. Modify the text if necessary and Click Next.

13. Review the text and Click Next to complete the filing.

